



Terms of Reference

Job Title	Cybersecurity Engineer
Position Level	Engineer
Reports to	Manager, Cybersecurity
Location	CHQ-Thimphu

Accountabilities/Responsibilities

- Implement, maintain and continuously improve cybersecurity controls to safeguard the confidentiality, integrity and availability of the organization's information assets, systems and critical infrastructure.
- Administer, secure and monitor enterprise IT infrastructure, including servers, virtualization platforms, web hosting, email systems, DNS services and cybersecurity solutions.
- Monitor, investigate and respond to cybersecurity incidents using SIEM and other security monitoring tools, ensuring timely containment, remediation and reporting.
- Conduct vulnerability assessments, support penetration testing activities, coordinate remediation efforts and validate the closure of identified security vulnerabilities.
- Implement system hardening, secure configuration baselines, security patches and firmware updates in accordance with industry best practices and organizational standards.
- Design, deploy, maintain and optimize cybersecurity technologies, including SIEM, endpoint protection, password management, security monitoring, automation and other security solutions.
- Support cybersecurity governance, risk management and compliance activities, including security audits, regulatory reporting, policy implementation and remediation tracking.
- Develop, review and maintain cybersecurity policies, standards, procedures, technical documentation and Standard Operating Procedures (SOPs) to strengthen the organization's security posture.
- Evaluate emerging cybersecurity threats, vulnerabilities and technologies, and recommend innovative solutions and security improvements to enhance cyber resilience.
- Conduct cybersecurity awareness programmes, provide technical guidance to stakeholders, prepare operational and compliance reports, and perform other cybersecurity-related duties as assigned by the Manager, Cybersecurity.

Functional Dimensions and Contextual Information

Qualification, Knowledge, Skills and Experience	<ul style="list-style-type: none">● Bachelor's degree in Cybersecurity, Computer Science, Information Technology, Computer Engineering, Information Systems.● Ability to quickly learn and adapt to emerging technologies, cybersecurity threats, and evolving industry standards.
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	<ul style="list-style-type: none">• Strong analytical and problem-solving skills with the ability to make sound decisions under pressure.• Ability to work independently while effectively collaborating within cross-functional teams.• High level of integrity, professionalism, and commitment to maintaining confidentiality of organizational information.• Strong interpersonal and communication skills with the ability to prepare technical reports and documentation.• Self-motivated, result-oriented, and committed to continuous learning and professional development.
Employment Type	Regular

Remuneration:	Grade/ Cadre: A1(3 years degree) Pay scale: 28665-715-42965 Corporate Allowance: 20%, Fixed Allowance: 60% (Or) Grade/ Cadre: A2(4 years degree) Pay scale: 31605-790-47405 Corporate Allowance: 20%, Fixed Allowance: 60%
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